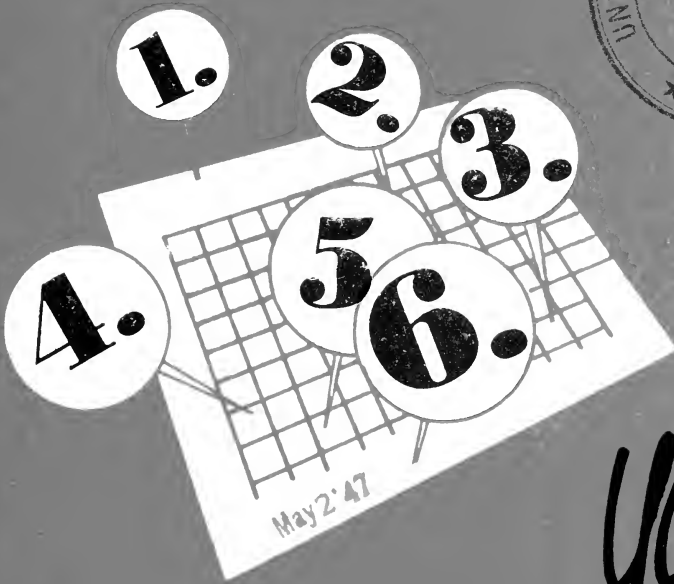


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*Your*

**COMMUNITY 6-POINT**

*Employment Program*

Prepared by  
Department of Labor  
United States Employment Service  
With the Cooperation of Affiliated State Employment Services

# MAXIMUM, STABLE EMPLOYMENT



A high level of stable employment is a goal in every community. It means steady employment for ex-service men and women, handicapped veterans and non-veterans, older workers, youths, and other persons seeking employment. It means increased production of goods and services, better markets, and savings in unemployment insurance costs. It adds up to better living conditions and greater community advantages for everyone.

To help achieve this goal, the Employment Service offers a 6-Point Community Program.

The program is designed to facilitate employment and to promote employment stability in the community. It is designed to place workers (including disabled veterans and other handicapped persons), in jobs which use their highest skills, training, and experience. It supplies facts about employment to workers, employers, and community agencies. It helps the local community to plan employment programs for the future.

Your Employment Service and its 6-Point Program—what they are and what they mean to the worker, the employer, and the community—are described briefly in the following pages.

# WHAT IS THE EMPLOYMENT SERVICE?

The local offices of your State Employment Service are part of the nation-wide system of employment offices affiliated with the United States Employment Service under the Wagner-Peyser Act of 1933.

Your local office of the Employment Service is an effective employment exchange. It provides a central clearing house in the local labor market—it brings the worker and employer together.

The local office provides a placement service which reduces waste in job hunting and labor recruiting.

Each local office operates on a 6-point program adapted to meet the varying needs of local communities.

The nation-wide system of employment exchanges includes 1,800 local offices and more than 2,000 part-time offices.

The Veterans' Employment Service is an integral part of the Federal-State Employment Service.

Whether you are a worker or an employer, it is **your** Employment Service.

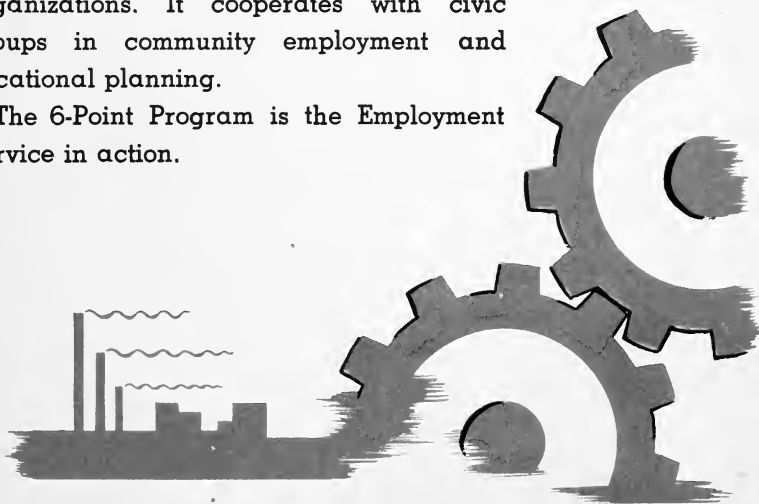


# WHAT IS *the* 6-POINT PROGRAM?

Geared to the needs of job seekers, employers, and the community, the 6-point program provides job placement services for veterans and other job seekers in all the different skills in industry, trades, and services. It provides employment counseling as needed.

The 6-Point Program supplies employment market information to job seekers, employers, and the public as well as personnel management assistance to employers and labor organizations. It cooperates with civic groups in community employment and vocational planning.

The 6-Point Program is the Employment Service in action.



# 1.

## PLACEMENT OF THE JOB-SEEKER

Hit and miss job hunting is wasteful. The Employment Service provides a means to eliminate this waste. Its staff is trained professionally in matching job qualifications against job requirements.

An employer's job order placed with the local office provides the link between him and the greatest number of qualified job seekers. When demand for labor cannot be met locally, the Employment Service actively recruits workers outside the community.

The resources of all offices within the State and those of all other States are at the call of local employers and workers.

By using the local office of their State Employment Service, employers can do highly selective hiring without having to interview large numbers of job applicants for each job opening.



# 2.

## SPECIAL SERVICES TO VETERANS

All facilities of the Employment Service are available to supply special services to veterans. Veterans Employment Representatives are stationed in all State and local offices. The Veterans Employment Service works actively to expand and develop job opportunities for veterans.

The Employment Service gives special attention to meeting the job needs of **disabled** veterans.

Carefully developed methods are used to place disabled veterans in jobs for which they are qualified, with emphasis on ability rather than disability.



# 3.

## EMPLOYMENT COUNSELING AND SELECTIVE PLACEMENT

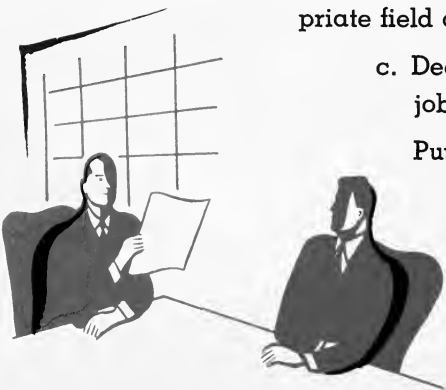
Job seekers with special employment problems are given employment counseling to assist them in making an occupational choice and developing a sound vocational plan. Veterans, youths, the handicapped, and older workers displaced by industrial or economic changes are those most often needing this assistance.

A special program is maintained to assist disabled veterans to find satisfactory employment.

Employment Service counselors help the worker to:

- a. Consider his own employment aptitudes, experience, and what he would like to do in light of prospective job opportunities.
- b. Determine the training required to enter an appropriate field of work.
- c. Decide what plan to follow in getting the job he wants.

Put the plan into effect.





# 4.

## LABOR MARKET INFORMATION

The Employment Service collects, analyzes, and distributes current employment information, showing trends in labor supply and demand and current and prospective labor market conditions.

Labor market information, the local weather vane on employment conditions, guides: (a) job seekers who want to know what kind of jobs are available and where they are; (b) employers who want to know the available numbers and types of workers; and (c) local civic groups engaged in employment and industrial planning.

**SOURCE:** Job Applications—Employment Records—Employers' Orders—Labor Unions—Schools and Colleges—Government Agencies.

**USERS:** Employment Service for placement and counseling of workers—Employers in determining recruitment methods and plant location—Labor Unions in determining apprenticeship policies—Schools and colleges in planning vocational programs—Government and Community Agencies in developing employment and production expansion.

Providing this labor market information is an Employment Service responsibility in the community.



# 5.

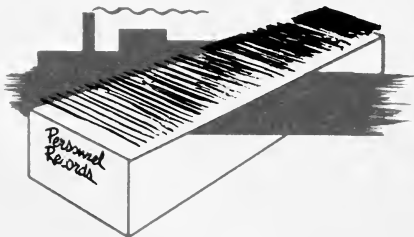
## INDUSTRIAL SERVICES

A high level of production is the goal of every employer as well as every community. Sound personnel practices are important in achieving this goal.

Proper selection, induction, and in-plant transfer of workers will result in reduction of costly and wasteful labor turnover and are important elements in efficient management.

The Employment Service, through its long experience and established relations with many employers, has developed methods for assisting employers in their personnel practices.

Industrial services help employers select and effectively assign workers and develop their skills to the point of greatest worth to themselves and the employers.



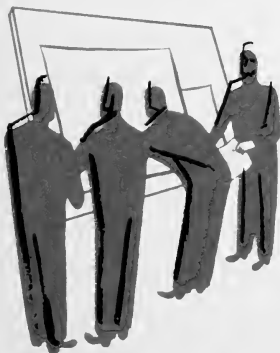
Your local office provides these services upon request. Representatives are available to discuss with you the various personnel tools which the Employment Service offers to your organization.

# 6.

## COOPERATION WITH COMMUNITY GROUPS

The local office of your State Employment Service is a community institution—the community employment center. It not only brings the worker and the employer together but is of value to the entire community in many other ways. Some of the advantages grow out of occupational adjustment of workers and personnel assistance to employers. Others grow out of the flow of Employment Service labor market reports showing local employment trends and labor requirements. These reports are useful in facilitating the introduction of new industries or in the training of workers to meet expanding requirements of local industries, trades, and services.

The Employment Service works with civic planning committees, schools and other agencies, and employer and labor organizations in the dovetailing of employment and in meeting seasonal demand for workers. The method of community cooperation varies. In some communities advisory committees, consisting of management, labor, and public members, are set up specifically to assist the Employment Service in solving employment problems.



# WHAT THE 6-POINT PROGRAM DOES

1. Minimizes unemployment, contributes to satisfactory occupational adjustment of workers, and aids in maintaining high standards of production.
2. Brings the worker and the job together promptly and economically and assists job seekers having special occupational problems.
3. Provides special services to veterans in finding satisfactory employment.
4. Keeps workers, employers, and the general public informed of job opportunities, availability of workers, and the trend of employment market developments.
5. Supplies assistance to management and labor organizations in developing sound personnel practices.
6. Contributes to maximum regular employment and expanding production through cooperative community action.



# WHAT THE EMPLOYMENT SERVICE DOES FOR YOU...

## IF YOU ARE A WORKER . . . .

### It Provides:

Access to all listed job opportunities \* \* \* help in choosing a new occupation \* \* \* preferential service if you are a veteran \* \* \* special placement assistance if you are disabled \* \* \* help in planning a vocation if you are new to the labor market \* \* \* job placement, employment counseling, labor market information—an efficient, free, all-round service—these are employment services to every worker.



## IF YOU ARE AN EMPLOYER . . . .

### It Provides:

Access to the largest source of qualified job applicants—veterans and other workers \* \* \* careful listing of job openings \* \* \* skilled matching of worker qualifications with job requirements—the right worker for the right job \* \* \* employment market information \* \* \* assistance in meeting personnel problems—these are the employment services to the employer and they mean more stable employment and higher production.



*P.S.*

**MR. EMPLOYER:**

Help yourself

Help others

Help your community

Get the best qualified workers through  
the local office of your State Employment  
Service

Broaden your selection of workers by  
listing all job openings there.

**Do It Now!**

## A NATION-WIDE JOB SERVICE



The 1,800 local offices of the Employment Service are more than labor exchanges serving the employment needs of workers and employers in their own communities. These local employment centers are also links in a nation-wide system of employment offices serving the States and the Nation.

Workers who cannot find local jobs can get information on jobs throughout the State. If jobs are unavailable within the State, the search is broadened to neighboring States, and finally the nation-wide system goes into action.

The action of the local offices in securing employment for scientific, executive, and professional personnel is supplemented by the **National Clearing House**, which daily is receiving employer orders and job applications from all over the country.

Qualified applicants and employers are brought together quickly and efficiently.

The service is free to both employers and workers. It is designed to promote high levels of stable employment by promptly bringing employers and job seekers together.

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